


**Office of the Ogema
Little River Band of Ottawa Indians
2608 Government Center Drive
Manistee MI 49660**

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema 
Naangwa: Date: February 12, 2025
Maanda Nji: Re: January, 2025 Operations Report

We respectfully submit the January 2025 Operations Report for acceptance by the Tribal Council.

If you should have any questions regarding this submission, please feel free to contact my office. Thank you.

Larry B. Romanelli

**Little River Band of Ottawa Indians
Departmental Monthly Reports
January 2025**

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Accounting
Angela Rabb

Finance Division

Angela Rabb, Chief Financial Officer

January 2025 Department Report

I. Department Overview

a. **Mission Statement:** To provide accurate, reliable, and timely financial data, while maintaining appropriate internal controls that will ensure the financial integrity of tribal programs in compliance with the requirements of all funding sources and generally accepted accounting principles and applicable regulations as well as protecting the assets of the Tribe.

b. **2025 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2025 will be to continue to improve accounting systems and processes, as well as hire replacements for vacant positions.

Finance/Accounting Management:

1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
2. Investment management.
3. Continued improvement in financial reporting to the Tribe.
4. Analysis of the 2025 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.
5. Work with Ogema Romanelli and Human Resources in reviewing/changing existing department job descriptions.

Goal: Improve quality, timeliness, and accuracy of all financial reporting to all levels of the tribal government.

Objectives:

1. Improve the financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
2. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
3. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
4. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
5. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2021. Kathleen Bowers and I attended training for Indirect Costs in August 2023. We learned that BIA has authorized submission of IDC proposals using audited financial statements from 3 years prior instead of 2 years prior to year in question. This should make it quicker to submit

proposals and get them approved. We are currently working on 2022 and 2023 IDC proposals.

6. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.
7. Upgrade Accounting software to achieve more efficiencies in processing all types of accounting transactions and assisting departments with monitoring their financial information.
8. Bring Accounting Department back to full staffing level of 13 employees.

Property Management:

Goal: Improvement of the Property Management function for the organization.

Objectives:

1. Continue tracking and management of all tribally owned vehicles.
2. Continue Construction in Progress system for all tribal and grant funded projects related to fixed assets.
3. Continue regular inventories of Program and Grant assets.

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2026 budget.
2. Publish standardized quarterly budget reports for the tribal membership.
3. Improve tracking and handling of property tax issues for all tribal owned properties

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

1. Update all standard operating procedures.
2. Educate staff on operating procedures and regulations.
3. Strengthen staff knowledge of required paperwork and authorization requirements.
4. Expanding electronic requisition system.
5. Identify opportunities to increase the use of master contracts to improve efficiency of purchasing.

Through the pursuit of the goals and objectives listed above the LRBOI Finance Division will be working towards improving its ability to provide a high level of professional financial and accounting support to the LRBOI Tribal Government.

II. Department Reporting Section

AUDIT 2023

Rehmann Robson has sent an engagement letter for the audit of the FY 2023 Financial Statements. The letter was approved by Tribal Council, signed by the Ogema and sent back to Rehmann. Field work for audit started April 29, 2024. Due to the audit firm overlooking audit areas such as water/sewer and pharmacy revenues, field work has continued into January 2025.

SENIOR STAFF ACCOUNTANT

CFO and Controller are currently performing tasks of this vacant position.

STAFF ACCOUNTANT

CFO and Controller are currently performing tasks of this vacant position.

Payroll

Duties and Accomplishments –

1. Processed 397 payroll vouchers/checks.
2. Verified 55 Holiday Variance forms provided by Surveillance for Christmas/New Year holidays.
3. Verified 56 PAF's this month which included 1 new employee(s), 0 Job Change/Transfer employee(s), and 6 termed employee(s).
4. Processed payroll and completed payroll backup cover sheet for pay dates 1/10 and 1/24.
5. Created 401k contribution file and uploaded to John Hancock online.
6. Prepared direct deposit file and uploaded online for processing.
7. Made federal tax deposits as required for each payroll.
8. Printed and/or saved all reports needed for payroll biweekly.
9. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
10. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
11. Reconciled the amounts withheld for Adlife to what was billed for the month.
12. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

- 1/22 - Meeting with Controller and CFO regarding per cap 1099's
- 1/30 – Payroll/HR Meeting

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided, and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 - 2025 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in January as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer's Monthly Deposit of Income Tax Withheld for local tax withheld in January as well as the check request for payment of those taxes.

7. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of January and provided to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Processed fourth quarter form 941 and completed reporting of fourth quarter wages to UIA.
10. Completed year end leave adjustments for employees over the 120 hour carryover limit.
11. Prepared 2024 year end leave carryover liability and payroll accrual and provided to CFO.
12. Completed required annual reporting for payroll and per cap.
13. Processed and mailed W-2's.

Ongoing Projects / Tasks –

1. Reissuing outstanding per capita checks that have been uncashed.
2. Updating payroll and per cap payment processing procedures as necessary.
3. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.

Upcoming Projects / Tasks –

1. Preparation and filing of annual local tax reporting.
2. Prepare April per cap eligibility and provide to CFO for payment calculation to be completed.

ACCOUNTS PAYABLE

In addition to tasks below, Accounts Payable processed 3,347 GWE checks from 7/18-1/31/2025.

1. *Enter and match invoices with purchase orders and receiving reports.*
2. *Keyed in all information into the system for processing and printing checks.*
3. *Verify the budgets and have the check request signed for approval.*
4. *Generated checks on Tuesday and Thursday for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, Contract Health, purchase orders, etc.*
5. *Have checks signed by two Tribal Council members.*
6. *Check stubs are attached to check request and POs for scanning and stuffed into envelopes for distribution.*
7. *Print a check register for Positive Pay, Contract Health, Members and Family Services.*
8. *A spreadsheet is kept for logging in all monies brought in for a cash receipt report.*
9. *Provide receipts as necessary for rent, utilities, and all other payments.*
10. *Scan in all Housing and Utility payments to the right departments.*
11. *Work cooperatively and professionally with internal and external customers to resolve accounts payable issues as necessary.*
12. *Provide management with Accounts Payable information as requested.*
13. *Maintain court orders for per capita garnishments.*
14. *Do liquidations and voids as needed.*
15. *Scan all payments to appropriate vendor folders.*
16. *File original payments by check date in filing cabinets.*
17. *Pick up mail and distribute to appropriate accounting staff members.*

Special Tasks / Activities Performed –

1. *Worked on binding monthly financial reports.*

2. *Worked on payroll garnishments every other week.*
3. *Pay Pharmacy Invoices every Monday and give the report to Staff Accountant for posting.*
4. *Contact vendors/departments with discrepancies on invoices.*
5. *Enter address changes.*
6. *Process checks for per cap withholdings, per court ordered. Send out garnishee disclosures.*

PURCHASING/ TRAVEL OFFICE

Duties and Accomplishments –

1. Assist with invoice discrepancies.
2. Assist with credit card discrepancies.
3. Reconcile and edit travel closeouts.
4. Maintain and track contract files and log.
5. Closeout contracts and place in record retention
6. Place orders
7. Distribute Tribal certificate of Exemption for sales and use tax certificates.
8. Merge vendors in accounting system
9. Data entry or purchase orders
10. Distribute purchase orders and contracts.
11. Obtain bids and quotes.
12. Enter line-item cancellations.
13. Data entry of W-9's into accounting system
14. Maintain vendor system in finance software.
15. Post mail and create shipping labels.
16. Distribute incoming and outgoing mail.
17. Process incoming invoices and log incoming checks.
18. Maintain certified, bulk, and fed ex records.
19. Manage and order mail supplies.
20. Ensure goods and services are in program narrative and all documents are required prior to processing purchase orders.
21. Issue out of compliance memo's
22. Process bulk mail requests.
23. Track copier meter readings and process payment requests
24. Create and maintain monthly department reports.

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer
2. Backup for Receiving.

Upcoming Projects / Tasks –

Purchasing/Travel Manager

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities and staff.
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
4. Responsible for the supply of products and services essential for the Tribe's Operations.
5. Conduct annual training to all staff on department procedures and policies.
6. Provide technical assistance to program directors.
7. Create, oversee, and maintain that regulations and procedures are kept up to date with the Tribe's current activities and requirements.
8. Lead contact with outside vendors.
9. Prepare credit applications.
10. Prepare and issue Tribal Certificate of Exemption for Sale and Use Tax, as defined in the tax agreement.
11. Process W-9 information.
12. Contract Management. Participate in developing solicitations, drafting documents, monitoring contractor's payment progress, authorizing requisitions with contract terms.
13. Maintain well-organized files.
14. Process and place orders.
15. Verify budget availability.
16. Obtain price quotes.
17. Create, solicit, monitor request for proposals.
18. Negotiate and oversee the Tribe's Master Contracts.
19. Seek and partner with reliable vendors and suppliers.
20. Maintain a vendor file.
21. Maintain that local vendors are aware of Tribal Procurement Policies.
22. Oversee Indian preference qualification process. Review applications and certify eligible applicants.
23. Credit card administrator
24. Handle invoice discrepancies.
25. Process travel requests.
26. Book flights and lodging accommodations.
27. Register travelers for training.
28. Process travel advance checks.
29. Create and update necessary department forms that relate to Purchasing, Travel, and Mail functions.
30. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.
31. Supervise Mail Purchasing Clerk.
32. Create monthly department reports.

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 1/2 coordination of copier deliver and trade-ins.
2. 1/6 drafted and solicited rfp for accounting software.
3. 1/7 met with CLS rep on 2025 contract.
4. 1/7 drafted rfp for postage meter.

5. 1/13 drafted and solicited rfp for postage meter lease and maintenance services.
6. 1/13 agenda review, increase PNC credit limit and auth for new card.

Receiving

Duties and Accomplishments –

1. Received in 296 packages.
2. Issued 114 receiving reports.
3. Returned 3 item for credit.
4. Made deliveries.
5. *13 FedEx for mail clerk*

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Help

Mileage of department's vehicles

Upcoming Projects / Tasks –

Budget Coordinator

Duties and Accomplishments

- 1) Prepared 4 agenda items for Tribal Council Meetings
- 2) Attended 1 Tribal Council Meeting
- 3) Attended 1 Agenda Review
- 4) Completed 10 Budget modifications
- 5) Prepared and submitted 36 draw downs
- 6) Prepared and submitted 8 financial status reports to agencies
- 7) Prepared and submitted 1 final report
- 8) Set up 2 new grants – 4580 and 4581
- 9) Input 2025 budgets into MIP on January 2 and 3, 2025.
- 10) Participated in meetings with HHS – Child Care Grants Overview on January 8 and 23, 2025 via ZOOM
- 11) Participated in meeting with Amplifund January 14, 2025 via ZOOM
- 12) Participated in mandatory 3 – ½ day meetings with Office of Violence Against Women – January 14, 15 and 16 via ZOOM
- 13) Participated in mandatory meeting regarding Grant Solutions – Training for Grant Recipients, on January 16, 2025
- 14) Participated in meeting regarding the Native Connections Grant on January 23, 2025.

Grants

- ∞ **Research:** Continue to utilize webinars to learn Federal grant policies and procedures, reporting guidance for the various Federal Agencies.
- ∞ Coordinate and collaborate with Tribal grant writers and department heads.

∞ Complete Closeouts on grants that have completed their lifecycle.

➤ **Grant Management Software:** We are working with Amplifund representatives to implement the new software. Amplifund has finished the implementation phase and training of employees is being scheduled.

Expenditures Update

Total year-to-date expenditures for the Finance Division for January 2025 are \$77,638.36 compared to an annual budget of \$1,572,817. Total expenses for the Finance Division for year-to-date January 2025, represent 4.9% of the department's total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

January 2024 Department Report

I. Department Overview

- **Yvonne Parsons, Education Programs Coordinator**
- **Debra Davis, Education Department Office Assistant**

II. Department reporting section

- **Higher Education Scholarship: 14 students received Higher Education Scholarship funds in January totaling \$47,250. 14 students are community college.**
- **College Book Stipend: 45 book stipend applications were processed in January totaling \$23,300. 28 checks were for students enrolled in 9 or more credits; 14 each for those enrolled in 4-8 credits, and 3 in 1-3 credits.**
- **LRBOI Student Services- 26 students applied for and received school clothing funding totaling \$13,000. 2 students received funds for the 12th grade computer program totaling \$20001 student received \$125 toward cap and gown and announcements**
-

This month the Education Department assisted students with Michigan Indian Tuition Waiver applications, advising for students seeking programs and applying for financial aid, planning for monthly activities.

Meetings Attended:

Budget Expense Justification

- **Activities performed and services rendered fall within budgeted items for the 2025 Education Department budget, based on narrative proposals in the 2024 Education Department budget for the month of January**

Elders Meal Program
Victoria Wells

Elder Meals January Report



Homebound and delivered meal attendances are as follows:

Aki Congregate Meals	Homebound
153	495
Hackley Congregate Meals	Take out
7	18

Bingo At Aki	Bingo At Hackley
8	7
Activities At Aki	Activity at Hackley
0	0

PO #	Distribution Code	G/L	Starting	Ending
250090	4558	5204	\$3000	\$655
250089	4531	5204	\$1992	\$184
150241	4558	5202	\$1123	\$878

We saw an increase in attendance after the rounds of snowstorms. During which, we encouraged elders to not risk getting out. I worked with Kathleen to move money in 4523 to cover any negative balances. We also moved up to the 10% allowable in 4558 so that we had operating funds. \$2066.75 was moved from employee insurance into Client services. \$1500 was moved into travel to cover the yearly conference which attendance is required per our grant.

The recent federal changes happening has caused a brief pause in communication from our grant to the grantees. We have our fingers crossed that we will soon hear from them. April is when our 2025 funding was expected to be released. I am working with both Executive and Legislative branches on a contingency plan. I am set to meet with the senior center director as well to talk about should a grant freeze happen again or should one of our grants fail, ways we could mitigate that. They are a Title III funded program, and we are the Anishinaabe version in Title VI.

All of us directors/coordinators of elder programs across turtle island are hopeful that our grant survives the spending cuts happening on a federal level. We are already seeing items coming up short in stock, including strawberries, meat products and milk. This month's menu has been built around what we do have in stock to try and alleviate the need to order in anticipation of rising costs. I am keeping an eye on production shortfalls and have a few very good contacts in the American Culinary Federation who assist in this.

Enrollment
Diane Lonn

ENROLLMENT DEPARTMENT REPORT

January Monthly Report – 2025

Diane A. Lonn, Enrollment Director

Department Goals

To assist all Tribal Members, as needed in terms of address changes, bereavement forms, new applications, per cap information, helping the individuals search for documents, directing them to the appropriate departments for help, assisting in creating new Tribal ID's, Direct Deposit, check cancellations and performing any other duties that make the department run smoothly. To continue to update the Per cap database and Tribal Members Data Base.

To continue to address the needs of the Tribe by assisting in gathering data for the various departments, by continuous verifications of Tribal Members for departments and helping with any other concerns the department have.

Department Objectives are:

- Continuing to critique the different processes in place in the Enrollment Department.
- To continue to complete new applications in a timely manner.
- Enter new addresses.
- Create new Tribal I.D.s
- Enter new information into Tribal members databases.
- Enter and update direct deposits and check cancellation information into the data base.
- Processing CDIB's
- Verifying information for Health Clinic, Family Services, Courts, Election Board
- Doing preference status for descendants and spouses 2
- Sending out information on members to DHS and low-income housing complexes.

Duties Performed

- Created 52 New or replaced Tribal I.D.s from 01/01/2025 through 01/31/2025.
- 98 Address changes from 01/01/2025 through 01/31/2025
- Final rejection letters 5
- Final acceptance letters 7
- Final disenrollment certificates 0
- Provisional Rejection letters 5
- Provisional acceptance letters 5
- Notice of blood quantum reduction letters 0
- Notice of disenrollment 0
- Notice of relinquishment 0
- Notice of decision on appeal 0
- Appeal hearing notices 0
- Extended hearing notices 0
- Notice of blood quantum increase 0
- Reinstatement notices 0

- Notice of blood quantum determinations 0
- Notice of mistake of fact investigation 0
- Notice of blood quantum breakdown change 0
- Denial of blood quantum increase 0
- Denial letter 0
- 4 Applications received as of 01/31/2025.
- List request of Membership 0
- Label request of Membership 0
- Statistical request – Tax Department

Department Verifications

- Clinic 0
- Human Resources 0
- Prosecutors Office 155
- PRC/EHAP 0
- Members Assistance 0
- Utilities 1
- Food Distribution 0
- Casino 0
- Family Services 2
- Tribal Council 0
- Natural Resources 0
- Education 4
- Gaming 0
- Work Force Development 0

Ordering/Correspondence

Enrollment verifications to other tribes 3

Sent out Per Cap Earnings information 35

2 Tuition Waiver Verifications

610 phone calls logged.

Total Tribal Members Living in:

9 County Area 1,577

Outside 9 county 2,196

Inside Michigan 2,552

Outside Michigan 1,318

Undeliverable Addresses 12

Facilities
Rusty Smith

2025 January Maintenance Department Report of Operations and Maintenance Activity

Submitted by De-Ahna Underwood, Maintenance Office Manager

The mission of the Maintenance Department is to provide the best possible service to LRBOI employees, visitors, and the community with our available resources.

I. Department Overview

Goals & Objectives

Our staff is dedicated to providing quality workmanship and services to ensure, clean, accessible, working environment that promotes safety and wellbeing for employees and visitors.

- Keep all mechanical aspects of our facilities in proper working condition through preventive maintenance practices.
- Maintain the department's budget within LRBOI guidelines.
- Maintain buildings, structures, and grounds.
- To provide and maintain a safe and clean work environment.

II. Department Reporting Section

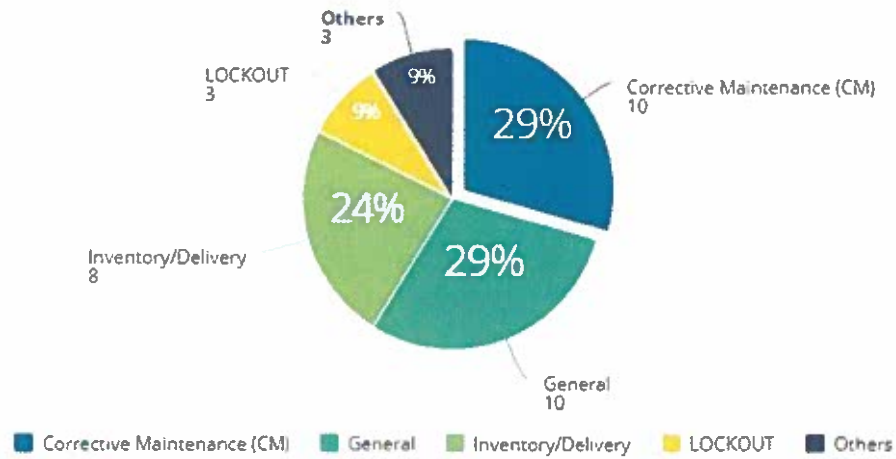
For the month of January there were twenty-two snow events, and the department spend 110 hours snow plowing. This does not include shoving entrances, sidewalks, and ice treatments.

The EVS Techs stay continually active in their daily routines. For the month of January, they attended to seventeen pre and post-event cleanups at Aki, excluding the kitchen.

Work Orders

Thirty-four work orders were generated. Maintenance Technicians and Maintenance and EVS Technicians complete requests outside of their daily routine, requests made directly to technicians are not always tracked.

PM and Work Requests By Type



On-Site Vendors

- Monthly pest control pm.

III. Budget Expense Justification

- Phones \$120.00
- Vehicles & Fuel \$1,161.00

IV. Travel and Training

- NA

End of Report

**Family Services
Vacant Director**

Department Report : Family Services

Case Worker: Tara Cook

Reporting Period: January 2025

***** Reporting Counties *****

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana	Wexford	Kent	Newaygo	Other
Intakes	3									
I&Rs										
Open Cases	11	1	1	1	1					1
Monthly Totals	14	1	1	1	1	0	0	0	0	1

Case Management

Total number living in home	35	3	4	3	2					4
Citizens living in homes	19	2	1	2	2					1
descendants living in homes	8	1	2	1						
living in homes served	10	2	2	1	1					1
where substance abuse is		1			1					
Child Abuse/Neglect		1		1	1					1
ICWA or ICWP referrals		1								
Sexual Abuse of a child										
Unsubstantiated by DHS										
Case Pending with DHS		1		1	1					
Relative placement		1		1						
Tribal Foster Home										
Non-Tribal Foster										1
Home				1	1					
Alternative placement										
Court appearances		1			1					
Home Visits	20		3	2	2					
Case Reviews	1									
Binojeeuk	3									
Contacts with outside agency	13	42	4	4	3					1
Contacts with LRBOI depart	57	16	1		1					
Tribal Elders	3		1							
Other referrals										
Monthly Totals	169	72	18	17	16					9

Department Report : Family Services

Case Worker : Rachel Kops

Month : January 2025

***** Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana
I & R's						
Intakes					1	
Open Cases					7	
Monthly Totals					8	

	Case Management				
Total number living in homes served				27	
Total number of Tribal Citizens living in homes served				14	
Total number of descendants living in homes served				6	
Total number of children living in homes served				10	
Total ICWA or ICWP where substance abuse is involved				2	
Child Abuse/Neglect				2	
ICWA or ICWP referrals				2	
Sexual Abuse of a child				0	
Substantiated or Unsubstantiated by DHS				1	
Case Pending with DHS				1	
Relative placement				2	
Tribal Foster Home				0	
Non-Tribal Foster Home				0	
Alternative placement				0	
Court appearances				1	
Home Visits				8	
Case Reviews				1	
Binojeeuk				2	
Contacts with outside agencies				54	
Contacts with LRBOI departments				21	
Tribal Elders				0	
Other referrals				0	
Monthly Totals				154	

Wexford Kent Newaygo Other

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LRBOI Be Da Bin Behavioral Health Program January 2025 Report

Staff for Be Da Bin includes: Dottie Batchelder-Streeter, Chemical Dependency Counselor; Angela Schwandt, Mental Health Counselor; and James Gibson "JD", contractual Traditional Healer.

The Traditional Healer did have sessions this month and talked/had sessions with 7 clients.


Angela Schwandt was on maternity leave, and back for the last week of January. Adriana Persenaire, Retired Mental Health Therapist, was seeing 9 of her clients as she is off. She has 42 clients and had 9 individual sessions, 34 follow up calls, and 2 hours telepsychiatry.

Dottie Batchelder-Streeter currently has (46) 38 clients and 8 Recovery Support clients and (14 telepsy clients working with the past 2 months). This is as filling in some for Angela. She had 5 referrals to other outpatient services/other services, 3 referrals to detox/inpatient treatment centers, 1 referral to a Halfway House, and 4 hours telepsychiatry. Dottie had 39 individual sessions, and 56 follow up calls and 1 crisis client. Dottie co-chairs the Manistee Suicide Prevention Coalition meeting on January 15, 2025; attended the Tribal Prevention coalition on January 23, Tribal VA Summit Planning committee January 14, NACCHO planning meeting with District Health Dept #10 (suicide Prevention) and numerous meetings with Native Connections and SOR4 grants.

She working on budget/plan for the State Opioid Settlement monies (putting into egrams). She is working on the Native Connections requirements and SOR4 grant clientele. It continued to be has a very busy month.

Dottie is working with area Community Mental Health agencies and inpatient substance abuse treatment centers to have better services available for Tribal citizens, as needed.

Respectfully submitted,

A handwritten signature in black ink that reads "Dottie Batchelder-Streeter". The signature is written in a cursive, flowing style.

Dottie Batchelder-Streeter



**LRBOI VICTIM SERVICES PROGRAM
MONTHLY REPORT
January - 2025**

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	6
New Cases	3
Closed Cases	5
Referrals and Contacts Received	6
Client Face to Face Contacts	2
Client-related Phone, Email, and Text Contacts	157
Client-related Direct Service Units Provided by Advocates	351
Client-related Accompaniment Provided by Advocates	0

MEETINGS

Staff Meeting(s)	4
Program Case Reviews	4
Community Collaboration Meetings	6
Other Meetings	8

STAFF DEVELOPMENT/TRAINING

Virtual Training	33
In Person Training and Conferences	0
VSP Sponsored Training Events	0
Other Trainings	0

OUTREACH & NETWORKING EFFORTS

Creation of Program and Outreach Materials	2
Event and Training Planning and Preparation	6
Community Table Events	1
VSP Sponsored Community Awareness Events	0
People Reached by Social Media	634

VSP Presentations	2
Networking Activities	3
VSP Website Updates	2
Other Efforts	1

Food Distribution
Jamie Friedel



Food Distribution Program

January 2025 Monthly Report

Jamie Friedel, Melanie Ceplina, Christopher McClellan and Nicole Ward

1 Department Overviews:

Goals and objectives:

The goal of the Food Distribution Department is to serve income based Tribal households living on and off the reservation.

Providing families with nutritional foods, using the food distribution program as directed by the USDA, we will obtain our goals by.

Certifying applications for Native American households, so they can participate in the program.

Packing and loading nutritional food for clients in a timely and respectful manner.

Delivering nutritional foods to clients who qualify for delivery.

Provide notifications of bonus items for our clients from USDA.

Consistently meet and surpass warehouse inspections, so we can keep a clean and safe place for the food for our clients.

Submit all reports in a timely manner to Ogema & Tribal Manager, USDA, and State of Michigan Snap Program.

Attend all certification classes and seminars for the USDA and Food Distribution Program and LRBOI.

Work as a team to fully reach our goals and objectives for our program and clients.

2 Department Report Section:

Jamie submitted 152 reports to the USDA.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report.

Jamie submitted the department report.

Jamie, Melanie, Chris, and Nicole accepted in, verified, and stored incoming inventory.

Jamie, Melanie, Chris, and Nicole cleaned warehouse / rotated stock/ inventory stock.

Jamie, Melanie, Chris, and Nicole rotated frozen food in the freezer.

Jamie, Melanie, Chris, and Nicole filled food orders.

Jamie, Melanie, Chris, and Nicole waited on clients & loaded food in their vehicles.

February food order was placed.

Jamie, Melanie, Chris, and Nicole and cleaned the office.

Jamie, Melanie, Chris, and Nicole conducted interviews with clients.

Jamie, Melanie, Nicole and Christopher certified clients.

Jamie, Melanie, Chris and Nicole conducted 39 Deliveries.

We received 3 produce and trucks.

The Food Distribution Office is open to the public from 7:30am to 4:00pm.

Melanie sent 5 recertifications out.

Added 6 new Households.

We have a total of 78 households with 119 total participants.

MEETINGS:

Every Thursday call with Under Secretary Stacy Dean

Monthly Update Call with USDA/FNS

Midwest Regional Conference call

Midwest Regional and National Planning call

The Food and Nutrition center has partnered with the Family Spirit, Family Services and the MSU Extension to bring in the Cooking from the Cupboard. We held 3 classes to teach clients and tribal members some new ideas on what to cook by just what is in the cupboards. These classes were a hands-on teaching which we made some delicious food.

February will be a very busy month with the center. We plan on going to Muskegon during the last 2 weeks getting our tail-gating clients signed up. With the weather not cooperating and unseen problems we are now back on track.

Jamie Friedel Supervisor

Melanie Ceplina Program Assistant

Christopher McClellan Food Distribution Assistant

Nicole Ward Food Distribution Assistant

Health
Daryl Weaver



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: William Willis, Tribal Manager

From: Daryl Wever, DPM, MPH, Health Director/Physician
Janice Grant, Clinic Supervisor
Gina Dahlke, PRC/EHAP Supervisor
Keith Jacque, Chief Pharmacist

Date: Feb 7th, 2025

Re: January 2025 Report of Activity – Tribal Health Services

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$91,000.00

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1970

TOTAL PRC PAID IN JANUARY: \$44,890.38

PHARMACY/OTHER: \$33,038.38

DENTAL: \$11,852.00

TOTAL PATIENTS: 204 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 437

TOTAL CLAIMS ENTERED: 363

TOTAL PRC PAID 2025: \$44,890.38

TOTAL EHAP PAID IN JANUARY: \$45,908.95

TOTAL EHAP PAID 2025: \$45,908.95

TOTAL ENROLLED EHAP/LRBOI: 1298

NEW APPLICATIONS MAILED OR GIVEN: 25

REASSESSMENTS MAILED OR GIVEN: 21

MEDICARE LIKE RATE (MLR) Savings for January 2025

Claims submitted:	11	\$8,750.69 (total submitted)
		<u>-\$2,728.00 (what we paid)</u>
		\$6,022.69 (total savings)

PHARMACY, MANISTEE: January 2025

Active Patients: 373

Prescriptions filled: 1836

Receipts:

Insurance payments received: \$ 170,991.72

Non-member cash/copays received: \$ 1,260.83

Less acquisition cost of medications: \$ 83,798.38

Net profit: **\$ 88,454.17**

PRC-equivalent write offs:

LRBOI: \$ 28,079.51

Other Tribes: \$ 3,633.36

TOTAL: \$ 31,712.87

PHARMACY, NORTON SHORES: January 2025

Active Patients: 179

Prescriptions filled: 938

Receipts:

Insurance payments received: \$ 117,885.16

Non-member cash/copays received: \$ 175.12

Less acquisition cost of medications: \$ 33,040.67

Net profit: **\$ 85,019.61**

PRC-equivalent write offs:

LRBOI: \$ 16,335.93

Other Tribes: \$ 2,262.02

TOTAL: \$ 18,597.95



Housing

Tara Bailey



Little River Band of Ottawa Indians
Housing Department
Mailing Address: 2608 Government Center Drive
Physical Address: 2953 Shaw Be Quo ung
Manistee, Michigan 49660
231-723-8288

HOUSING DEPARTMENT
Report to the Ogema
For January 2025

Staff

Tara Bailey – Housing Director
Michelle Pepera – Administrative Assistant
Krystal Davis – Housing Specialist
Stephen (Jake) Shepard - Housing Maintenance Technician
Matthew Alexander – Housing Maintenance Technician
Mike Pannill – Housing Maintenance Technician
Jim Stuck - Housing Maintenance Technician

Department Overview

Goals: To promote affordable housing opportunities for all Little River Band Tribal Members.

Objectives: To provide our goals in a fair and equitable way to all members.

I. Housing Activities.

- A.** During the month, the Department performed the following activities.
 - Lease renewals due during the month: 7
 - Leases renewed: 8
 - New leases: 0
 - Annual Inspections: 7
 - Move-out Inspections: 0
 - Move outs: 0
 - Transfers: 0
- B.** Down Payment and Closing Cost assistance grant (HI 100).
 - Applications received this month: 0
 - Total Number of Awards made during the Year: 0
 - Total Amount of Awards for the Year: 0
- C.** The Homeowners Assistance Fund received no new application this month, 0 denial. The program has provided \$209,967 in assistance since it began in 2022 and a remaining balance of \$18,547.33. We did receive an additional amount of \$12,753 that was taken and accepted by Tribal Council in January. This grant ends on September 30, 2026.
- D.** Krystal Davis, Housing Specialist has provided 2 different elders with a ride to Meijer and Walmart for the month of December in 2 separate trips. She provides this service 1 time a week.
- E.** The housing plans for the home that was lost due to fire are now at the architect getting updated to todays housing codes so that the home rebuild can go out for bid.
- F.** The Housing Director has worked on the RFP for the Housing needs assessment and met with Tribal Council to review it before finalizing and putting out for bid in the month of February.
- G.** The Housing Director has worked on a grant through MSHDA for pre-development in the amount of \$75,000. The intention is to use for a consultant to come in and help develop a homeownership program as this will be needed to move forward in the future for a homeownership program for tribal membership. This will be finalized and taken to TC for approval for submittal in first part of February.

- H. Housing Director met with Tribal Council in a work session to move one or two of the properties previously moved from the housing department to Little River Holdings and now they wish to move back under the management of the housing department due to increased rents for the tribal members residing in the units and also due to the condition of the units.
- I. Housing Director met with Tribal Council to review a plan to add another program to the housing department and will allow for membership to have the opportunity to do land contracts and could receive down payment and closing costs for this endeavor. It is Councilor Cramptons suggestion as this will assist in diminishing homelessness for the membership.
- J. On March 18-19, 2025; the LRBOI Housing Department will be hosting the next quarterly Great Lakes Indian Housing Association (GLIHA) meeting at Little River Casino and Resort. It is expected to have approximately 50 attendees.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 4
- B. Termination Notice(s) issued: 2
- C. Notice(s) to Vacate or Renew: 2
- D. Court Filing(s): 0

III. Condition of Properties.

- A. Maintenance currently has 2 units to complete for a move in.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 85 (we have 86 but 1 unit is the fire unit so cant count for a move in) rental units in total of which 82 were rented giving us an occupancy rating of 96%.

- A. Aki has 59 income based rental units of which 57 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 32 low-income family rental units and 30 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 10 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

V. Significant Problems and Accomplishments.

VI. Plans for the Future.

- A. Purchase a new snowplow truck for maintenance
- B. Start the RFP process for new roofs for the 12 original homes in AKI
- C. Do a RFP for the rebuild of the lost home in AKI.
- D. Submit grant application to MSHDA for pre-development grant in the amount of \$75,000.
- E. Complete and put out for bid RFP for Housing Needs Assessment.

End of Report
Tara Bailey, Housing Director
February 5, 2024

Human Resources
Alicia Knapp



**Little River Band of Ottawa Indians
Human Resources Department
2608 Government Center Drive
Manistee, Michigan 49660
(231) 398-6859
Toll Free 1-888-723-8288
Fax: (231) 331-1233**

To: Ogema Romanelli
From: Alicia Goff
Subject: January 2025 HR Department Report
Date: 02/06/2025

Department Purpose: Professionally strengthen our community through a great H.R. experience.

HR Primary Mission: Work in partnership with leaders and team members to drive quality H.R. service through the employee life cycle that develops opportunity and enhances our endless potential.

1) HR Operational Plan

- 1)** The last of 2024 is on the books. HR is moving forward in the process of preparing for the rest of 2025 after the first month is now on the books.
- 2) Month Summary:** Currently working on processing RFP with 7 vendors chosen and reviewing for best deal for the development of and securing vendor for 2024 Audit. Don has done great work here. Also working on obtaining a HRIS so HR may move into the 21 century. Help us to get back to be more efficient, reducing the amount of paper we touch and streamlining all processes from benefits, job descriptions, talent acquisition, performance management-evaluations, training-development and so much more. We have been working on BambooHR implementation since coming back after break. This has been a lot of meetings and putting information into the new system. There are a lot of things that will be made easier, a lot of the administration and paperwork will provide a smoother process for everyone. HR is still finalizing Job Descriptions on L: drive and Midpoint was reviewed, and changes are in the process to update and changes made sure to be complete when new positions are to be posted is ongoing. SOPs are still in the process of being reviewed/updated, as well some policy updates done by the Lead group and Executive Legal. Employee manual updates comments are being reviewed..

Talent Acquisition for January-

- (1) Number of Hires During the Month: 1 - Temp(TM) transferred to Reg. PT- 1 - Reg. FT transferred within Clinic and Terms all (3) were 2 (TM and NA) - THP and 1(TM) - NRD.
- (2) Number of Open Positions: January had 17 postings up (3 went down, 4 new posted). Current postings 16 FT position were posted/reposted, 5 are currently in the selection process, interviews were scheduled for 3 positions and 3 positions had interviews that took place. There were 2 offered that were declined, selections/ interviews for full time positions, interviewed and 3 offers accepted - 2 transfer in January(TM) 1 new (NP) slated for March start and 1 for February start.

Some changes for efficiency and results are being considered. Continued focus on improving coordination between Hiring Manager, Candidate and HR. It was determined that selection taking place as we are getting them scheduled – in-person and sent out for return within time period. Directives have come to change some things up. BambooHR will help.

(3) Applications have slowed, but on-line usage of application has been consistent – averaging now around 6-8 per month from our on-line application, applicants have been processed from Indeed postings, most of the remaining were not completed submissions according to our requirements. At least approx 6 some moved on to the selection process. 2 went on to interviews, 2 offers went to clinic positions and accepted start will be in the first quarter of 2025. Still experiencing problems with online submissions but process of updating, with the new website being in place updates are a process and training is needed to take care by department. Applications are coming in consistently slow, averaging more than 1-2 per position posted. Utilized LinkedIn, Indeed, NNAHRA, MIETS, and other sites. Bad organizational reviews are out there, and thoughts need to be taken to dispel the negative comments and improve our overall picture organizationally. Changes to selection process to be looked at for improvement. Bamboo HR will be an asset to this process. HR is looking forward to streamlining the process and making us more open to other projects. 3/25

3) Talent Development and Relations

a) Leadership and Team Member Development.

- i) HR assisted the organization and leaders through key issues, including employee relations events and communication trainings – conflict resolutions on-going, workplace issues and some are still to be scheduled.
- ii) Provided additional HR support to the leadership of various departments when asked and/or directed by Executive Leads.
- iii) Mindi Smith HR Specialist providing updates from HR during at the monthly employee meetings doing a great job keeping employees informed. She will may be back in 2025.
- iv) Continued assisting leadership with sensitive employee relations issues when asked.
- v) Moving forward to review job duties and further update of wage grid changes mainly to the mid- rang for NE and E status position. Supervisors (some inquiring and asking for help) asked to ready job descriptions for possible changes in 2025 and look to your budgeted positions.

(4) HR Department Development Initiatives:

- a) HR training has been pretty much put to the wayside except for BambooHR setup, implementation. So many areas of HR to put in place the BambooHR way. Don and Mindi have worked hours to make sure in implementation will move forward to usage. It is a fine dance to make work for our HR paperwork, processes and procedures.
- b) Regular training aside from BambooHR is down to about 12 hrs. on-line by HR. No other department submitted any hours.

- c) Further updates are still needed on L: drive - forms and resolutions, policy/ procedures, and our HR share drives need to be recreated, updated as well as the HR SharePoint needing to be repopulated. Arctic IT and our in-house are IT are working on issues.

Training and Development hours totaled: 34 hrs.

6) Benefits and HR Administration

- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: 2 FMLA/STD – IFML (2 on-going) 1 being processed for 11/2024 continuing through to February 2025, 2 FMLA returned.
- c) Continued processing 401(k) loan requests and distributions with our third-party administrator, KDP. Loan activity has been consistent.
- d) Continued processing new hire insurance enrollment on-going with new hires being on-boarded
- e) HR has the 2025 calendar from the advisors, usually last Thursday of the month.
- f) Processed insurance benefit plan check requests as our monthly duties continue.

7) Safety

- a) Continued COVID-19 support and tracking. 0 reported.
- b) Recordable Injuries: 2
- c) Near Miss/1st Aid:- 1 near misses.

8) Tribal Preference Report

Preference Report for January 2025 –

Employee Count by Preference for January

115 Tribal Members 2 – new hire, 2 - terms = 0 change	55% (54.5%) of Tribal Government Workforce
08 Native American - -1	4%(3.7%) of Tribal Government Workforce
12 Tribal Descendants - no change	6% (5.7%) of Tribal Government Workforce
11 Tribal Spouses - no change	5% (5.2%) of Tribal Government Workforce
No data on Tribal Parent(s) found	0% in Tribal Government Workforce

Preference for January 2025 – Loss of 1 preference overall

Total preference = 146 overall loss of 1 69% (69.2%)

Non-preference = 65 – No change

Total of all employees 211 – Overall workforce in January 2025 - 1 overall loss

Regards, Alicia Goff - HR Manager

**Information Technology
Vacant Director**

No Report submitted

Absent Director

Legal Assistance
Mary Witkop

Little River Band of Ottawa Indians
Members Legal Assistance Attorney
Mary K. Witkop
3031 Domres Road
Manistee, MI 49660
231-398-2234

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: February 3, 2025
Re: January 2025 report of activities

Number of tribal members assisted on new issues	75
Number of referrals received	2
Number of continuing cases:	41

Types of legal issues:

Child support	Landlord-Tenant Issues
Divorce	Driver's License
Wills	Legal Separation
Trusts	Special Needs Trust
Estate Planning	Probation
Medical Power of Attorney	Unemployment
Death Certificate	LLC Member
Power of Attorney	Expungement
Amend Estate Planning Documents	Trust Administration
Guardian Appointed in Will	Real Estate
Home Schooling	Change of Custody
Amendment of Trust	Medicaid
Civil	Birth Certificate
Alcohol	Probate Estate
Power of Attorney - Revoke	Grandparent Visitation
Nursing Home Move	Prenuptial Agreement

Copyright Infringement
Name Change – Adult
Adult Conservator
Buy-Sell Agreement
Residential Lease
Compassionate Release – Prison
Victim’s Advocate
Mortgage
Post Divorce Matters
Guardian- Adult
Developmentally Disabled Guardian – Adult
Will Contest
Transfer Case to Another State
Guardian – Adult – Terminate
Parenting Time
Will – Out of State
Social Security Disability

Adult Guardian
Medical Care Complaint
EDRO
SSI and Per Capita
Mold in Rental Unit
Separate Maintenance
Renew Civil Judgment
Conservator- Adult
Small Probate Estate
Vehicle Repair Law
Unclaimed Property
Successor Trustee
Continuance
Worker’s Compensation
Employment
LLC

Sample of Work Performed:

Assisted a tribal member sell their home

Assisted a tribal member contest a Will

Assisted a tribal member change their name

Assisted a tribal member apply for a restricted driver’s license

Assisted a tribal member with a prenuptial agreement

Members Assistance
Jessica Steinberg

Membership Assistance Department
January 2025 Monthly Report
Submitted by Jessica Steinberg, Coordinator

Membership Assistance Department Mission Statement

"The Mission of the Members Assistance Department is to strengthen and secure maximum independence for the individual and family members of the Little River Band of Ottawa Indians by providing assistance services that meet the needs of the membership."

Department Overview: Membership Assistance was established in 2003 by Tribal Council Ordinance. Programs are temporary assistance to needy families, based on established need; income eligibility is a required criterion, along with emergent circumstances (energy shut off, eviction, home safety issues, etc.) due to unforeseen circumstances. The programs are funded through the general welfare portion of the Revenue Allocation Plan, and federal program dollars.

Departmental Staff:

Jessica Steinberg, Member's Assistance Coordinator
Gina Croteau, Program Specialist

PROGRAMS ADMINISTERED & FUNDING SOURCE:

Low Income Home Energy Assistance Program (LIHEAP): LIHEAP is a formula grant program of the United States Department of Health and Human Services (US DHHS), Administration of Children & Families (ACF), Office of Community Services (OCS), Low Income Home Energy Assistance Program (LIHEAP).

The grant year (GY) is 10/1/2024 – 9/30/2026 funding these priorities:

- *Heating* *\$1 minimum benefit, \$1,800 maximum benefit*
- *Crisis Assistance* *\$1 summer maximum, \$1,800 winter maximum*
- *Weatherization* *\$10,000 maximum*

Eligibility for services: Assistance Based on Need (ABON) using an income-based 'needs formula' by assistance type. Statutorily, Level of Need Funded (LNF) is 150% of the federal poverty level (FPL) or 60% of the state median income (SMI), and *all household incomes are counted* in the LNF. LRBOI Eligibility in 2025, per the LIHEAP approved Model Plan is based on 150% FPL, using a calculation (percent LNF) of the maximum benefit, based on household size and income level.

Service Delivery Area: This program serves the 9-County DHHS Service Delivery Area.

Total Grant funding: The base formula funding for GY 2025 to \$226,111.00. This is an increase from previous grant cycle base award of \$169,469. The award is based on the number of eligible households, 1,624. Funded priorities are based on utilization over past grant cycles.

LIHEAP – January 2025 Report [continued]

Of the resources made available to the Tribe under this program, the specific spending for each area is allocated as follows: (the total award changes as funds are added/appropriated)

Total Award at time of Report FY 2025	\$226,111	RPT Month	YTD
SPEND*			
○ <i>Heating – 30% of total funds awarded</i> \$50,400.00	\$ 67,833	\$ 23,400	
○ <i>Crisis Assistance – 45% of total funds awarded</i> \$37,800.00	\$101,750	\$ 28,800	
○ <i>Weatherization – 15% of total funds awarded</i> \$40,153.00	\$ 33,917	\$15,078	
○ <i>Administration – 10% of total funds awarded</i> 0-	\$ 22,611	\$ -0-	\$ -
Balance of Available Resources to date:		\$97,758**	
Percent of Budget Expensed (as of report)	57%		

**As of 10/1/2025 to 01/31/2025*

***As adjustments are made, this amount may differ (credits back to account/spend adjustments)*

LIHEAP ACTIVITY – HOUSEHOLDS SERVED – January 2025

Sub #/Assistance Type	HH's Served	YTD*	Ave. Benefit/Household
YTD			
<i>220 - Heating Assistance</i>	<i>14</i>	<i>30</i>	<i>\$ 1,680.00</i>
<i>221 - Crisis Assistance</i>	<i>16</i>	<i>23</i>	<i>\$ 1,643.00</i>
<i>223 - Weatherization Assistance</i>	<i>5</i>	<i>11</i>	<i>\$ 3,650.00</i>

**This number reflects total served in FY 2025 grant cycle for the period 10/1/24 – 9/30/26.*

The Model Plan benefits proposed for FY 2025 are \$1 minimum assistance to \$1,800 maximum assistance for heating assistance and crisis intervention. Weatherization maximum assistance is \$10,000 per household.

MA SERVICES DELIVERED FISCAL YEAR – January 2025

Members Assistance Program: created by Tribal Ordinance #06-700-04 *as amended by Res#24-1211-243*, is funded by LRBOI revenue generated by proceeds from the Band's Tribal gaming enterprise, unexpended prior year funds from Gross Gaming Tax assessments, and the assessments made under the Tax and Revenue Administration Ordinance. These funds support the following service needs:

- *Home Repair Program* *\$7,500 maximum benefit, twice in 5 years*
- *Low Income Energy Assistance* *\$300 maximum benefit per year*
- *Rental Mortgage Assistance* *\$1,000/year max benefit, once every 2 years*
- *Food Assistance* *\$300 maximum benefit per year*
- *Elder Chore Assistance* *\$400 maximum benefit per year*
- *Emergency Transportation* *\$400 maximum benefit per year*
- *Catastrophic Disaster Relief* *\$3,000 maximum benefit per year**

Eligibility for services is based on membership status at the time of the application for assistance deadlines, (program year), and income eligibility set forth in program regulations. Benefits are not retroactive based on membership status. Assistance is based on program resources and maximum benefits assigned by assistance type. Catastrophic Disaster Relief is an unfunded mandate, as it is not included in the adopted FY 2025 budget.

MEMBERS ASSISTANCE – HOUSEHOLDS SERVED (**this is an average/median amount*) *These numbers indicate direct payments to eligible beneficiary households.*

Assistance Type	Households/Individuals Served	Ave. Benefit/*	\$Paid
Rental/Mortgage Assistance (200)	14	\$1,200.00	\$16,800.00
<i>Applications:</i>	<i>14</i>		
Low Income Energy Assistance (201)	18	\$ 477.00	\$ 8,100.00
<i>Applications:</i>	<i>25</i>		
Food Assistance (203)	25	\$ 246.00	\$ 6,150.00
<i>Applications:</i>	<i>35</i>		
Emergency Transportation	11	\$ 374.00	\$ 4,117.00
<i>Applications:</i>	<i>15</i>		
Elder Chore Service	6	\$ 316.00	\$ 1,900.00
<i>Applications:</i>	<i>6</i>		
Home Repair Program	1	\$ 6,660.00	\$ 6,660.00
<i>Applications:</i>	<i>1</i>		
Bereavement	7	\$ 7,500.00	\$52,855.00**

****includes the costs of burials, flags, and payments to beneficiaries**

MA SERVICES & ACTIVITIES FISCAL YEAR 2024 – January 2025 [continued]

Phone contacts and inquiries: 421 phone contacts – 22 days of operation.

The primary work in this department is to assist tribal members with temporary financial and referral assistance to access other benefits, including LRBOI departments, external agencies, and other assistance agencies – in and out of the service delivery area. Phone contacts are the initial and consistent method of doing this work.

The Program Coordinator documented 197 calls for assistance, and the Program Specialist logged 224 calls for assistance. The staff also handled 21 individual walk-in clients.

MEMBERS ASSISTANCE PROGRAM RECOMMENDATIONS:

The department received record amounts of applications compared to other months in January. The common denominator for the requests were less purchasing power, and uncertainty of other benefit supports being available due to the new President and his administration issuing executive orders that were threatening the social programs they relied upon, and not knowing if there would be cuts to those benefits.

The Coordinator finished the regulations for the Catastrophic Disaster Relief Assistance program and forwarded them to Executive Legal on 01/30/2025. They are under review.

The department should have a staffing level of three (minimum) to address the calls and applications that continue to come into the department. The volume of paperwork to process one application is a challenge; income proofs, copies of identification documents, etc., needs to be streamlined and electronically based. The GWE Stimulus payments impacted the ability of the department to streamline these processes and re-work the regulations in 2024 to adapt the program process to electronic submissions/applications. Hopefully this can be accomplished in 2025.

To date, the department has processed 3929 GWE Stimulus applications—a large volume of paperwork!

Respectfully submitted - Jessica Steinberg, Coordinator

Natural Resources
Frank Beaver



**Gaá Čhíng Ziibi
Daáwaá
Aníshinaábek**

**LITTLE RIVER BAND OF OTTAWA INDIANS
NATURAL RESOURCES DEPARTMENT
310 9th Street
Manistee, MI 49660
(231) 723-1594**

**January 2025 Monthly Report
Frank Beaver, Director**

The mission of the Natural Resource Department is to maintain the cultural, spiritual and physical existence of the Little River Band of Ottawa Indians by protecting, preserving and when necessary, enhancing the naturally occurring resources within the Tribe's 1836 Ceded Territory.

Department Objectives:

1. Protecting the fisheries within the 1836 Ceded Territory through:
 - The collection of essential information for the management of commercial, ceremonial and subsistence fishing;
 - Promoting stability of desired fish populations through continual assessment, monitoring and restoration when necessary;
 - Obtain relative abundance and population characteristics of fish stocks;
 - Collaborate with other management agencies in monitoring and assessing Great Lakes and Inland fisheries;
 - Participated in the Lake Michigan Lake Sturgeon Workgroup and on the Lake Sturgeon Steering Committee; and
 - Participate in the Lake Michigan Technical Committee in coordination and data sharing for Lake Michigan fish community management and assessment.
2. Continue focus on environmental priorities identified in the current Tribal Environmental Agreement (TEA) by:
 - Implementation of the Water Quality Monitoring Program;
 - Development of a non-point source monitoring program;
 - Increase involvement in Great Lakes Basin issues affecting the ecosystem of the 1836 Ceded Territory;
 - Recycling
 - Continuing monitoring air quality.
3. Protecting wildlife within our native lands through:
 - Monitoring Tribal harvest of subsistence hunting and trapping.
 - Monitoring and indexing species populations within the 1836 Ceded Territory.
 - Responsible Hunting and Trapping Regulations; and
 - Mapping and inventory of Tribal lands and the Ceded territory.

The department issues harvest tags for Elk, Bear, Deer, Turkey, United States Forest Service (USFS) access passes for the Manistee Huron National Forest, a lifetime pass to the Sleeping Bear Dunes National Lakeshore, harvest fishing report forms, Tribal trespass permits, camping permits, Commercial and Subsistence Great Lakes fishing licenses and permits, other special Ceremonial Use permits and information on current Tribal Regulations governing the use of the natural resources within the 1836 Ceded Territory.

Monthly, the department prepares newsletter articles, staff reports, participates in Staff,

Natural Resource Commission, Tribal Management Team meetings and also, in meetings and negotiations with Intertribal, State and Federal agencies and special interest groups.

Administrative Services

Theresa Davis

Assisted with biologist's paperwork as needed

- Send Tribal Police, NR Director, monthly Commercial Fishing Catch Report Memo
- Received Commercial and Subsistence fishing catch reports
- Member Services, hunting & fishing tags, permits, regulations and information
- Maintain vehicles mileage records and reports
- Submit NR monthly report
- GSA Mileage monthly report
- Monthly LRBOI mileage report

Fisheries Division:

- Archie Martell - Fisheries Division Manager
- Corey Jerome – Fisheries Biologist, Sturgeon
- Christina VanDoornik – Fisheries Biologist, Great Lakes
- Alex Ontkos – Fisheries Biologist, Inland
- Conner Johnson – Fisheries Technician, Great Lakes
- Griffin Bartscht – Fisheries Technician, Great Lakes
- Clayton Robertson - Fisheries Technician, Inland

Administrative/Budget/Reports/Data Entry:

- **Managed budgets**
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4018 Great Lakes Fisheries Assessment
 - 4097 BIA Great Lakes Restoration Initiative, Native Species
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
 - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Monthly Fisheries Division Reports Completed.
- BIA Great Lakes Restoration Initiative grant management and annual reporting.
- Member services; USFS Passes, licenses, permits and information.
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management.
- 2007 / 2023 Decree(s) information exchange/ reporting.
- Implementation of the Fisheries Division work plans.

Equipment maintenance/Field Work/Lab Work:

- **Nmé, Lake Sturgeon:**
- Sturgeon Working Group co-chair tasks
- MI AFS chapter awards committee coordination
- GLFT grant communication reporting
- Black Lake sturgeon harvest permitting
- MIDNR communication for upcoming road/Manistee riverbank restoration

- Sturgeon presentations communication/scheduling
- Annual Sturgeon program report drafting
- Internal discussion about 2025 sturgeon program activities
- Monitoring Manistee River PIT tag antenna array
- Inland Fisheries:
- Completed report summarizing habitat survey data collected in 2024 field season in the Upper Manistee River Watershed (Technical Report: Inland Fisheries-2024-03)
- Submitted 2024 LRBOI Inland Harvest Report as required by the 2007 Inland Consent Decree
- Continued constructing larger RSIs to accommodate estimated number of Arctic Grayling eggs for 2025 reintroduction.
- Great Lakes Fisheries Assessment Program:
- Fish aging and data QA/QC, net tying
- Ship samples for GLFT thiaminase deficiency project
-

Meetings/Training/Travel/Conference Calls

- GLFT collaborative Muskegon, lake whitefish Translocation Meeting (virtual) (1/6)
- NRD LEADS Meeting (1/8)
- Technical Fisheries Committee (TFC) meeting (Gaylord, MI) (1/10)
- Tributary whitefish check-in meeting (virtual) (1/13)
- 2025 Lake Michigan larval coregonine beach sampling meeting (virtual) (1/13)
- Michigan Arctic Grayling Initiative Steering Committee Meeting (virtual, 1/14)
- Technoscience webinar – GLFC (virtual) (1/16)
- Lake Michigan Technical Committee and Sturgeon working group meeting (01/20-23)
- Lake Michigan Technical Committee meeting, Lake Trout Working Group (Zion, IL) (1/20-23)
- Creel harvest reporting work group meeting (virtual) (1/24)
- 2025 Lake Michigan larval coregonine beach sampling meeting (virtual) (1/27)
- Michigan Arctic Grayling Initiative meeting with Tribal/DNR partners to discuss incubator use and future monitoring (Traverse City, 1/28)
- Tribal Consultation Line 5 Tunnel project, Walloon Lake, (1/30)

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/ Habitat Restoration Program		
4068 BIA Inland Natural Resources		
4086-760/4097/4109 BIA GLRI funding		
4031 Natural Resources Department		
4018 Great Lakes Fisheries Assessment		
4097 BIA Great Lakes Restoration Initiative, Native Species		
4137 BIA Great Lakes Restoration Initiative, Native Species		
4227 BIA Great Lakes Restoration Initiative, Native Species		
4363 Great Lakes Fishery Trust Grant – Lake Sturgeon		

Wildlife Program

Sean Hollowell – Wildlife Division Manager

David Heit – Wildlife Biologist

Andrew Kaiser – Wildlife Technician
Alexis DeGabriele– Aquatic Biologist – Wetlands (as of 1/27)

Administration/Budget/Reports/Data Entry

- Managed Budgets
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
 - 4072 NRCS Project Budget
- Tribal Citizen service - Answered questions/requests from public – through email and phone calls
- Procured field equipment.
- Connected with partner organizations.
- Planned research project.
- Prepared and collected feathers for repository (and distributed as requested by tribal members).
- Planned budget.
- Purchased fieldwork equipment.
- Worked check station for tribal hunters and trappers, including walk-in Mondays.
- Monitored elk hunt and facilitated communication for elk hunters.
- Administered elk check station.
- Reviewed and provided comment to Fish and Wildlife Service on the gray wolf Species Status Assessment.
- Reached out to partners on turtle research.
- Worked on grant proposals.
- Worked on Michigan American marten white paper review.
- Wrote turtle conservation funding proposal.
- Invited partners to provide input on turtle conservation and predator control.

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Worked with LTBBOI to set and check American marten traps. Trapped martens are fitted with GPS collars to track their movements.

Meetings/Training/Travel/Conference Calls

- Meeting at GTB with GTB Inland Resource staff to discuss coordinating wildlife projects in Benzie and Leelanau counties - Peshawbestown (1/6)
- NRD leads meeting (1/8)
- Meeting with other CORA biologists to discuss state Wildlife Action Plan (1/13)
- Meeting with Forest Service to discuss turtle conservation (1/16)
- Wolf survey protocol meeting with CORA, DNR, and APHIS – Gaylord (1/14)
- Research objectives discussion with USGS (1/15)
- American marten research field work with LTBBOI – Cross Village & Jordan River Valley (1/21-1/24)

- Manistee National Forest turtle conservation meeting with FS, MNFI, GVSU, APHIS, LTBBOI, DNR, and USGS (1/29)
- Discussion with wetlands biologist regarding reassignment to Wildlife Division (1/29)

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Environmental Division

Vacant –Environmental Division Manager

Alexis DeGabriele– Aquatic Biologist – Wetlands (moved to Wildlife 1/27)

David Karst – Brownfield Specialist

Brooke May - Aquatic Biologist – Water Quality

Jasmine Saringo – Air Quality Specialist

Alycia Peterson - Great Lakes Policy Specialist

Budgets Managed:

- 4571 -- EPA PPG
- 4530 – EPA Air Quality
- 4137 – BIA GLRI
- 4145 – IHS Solid Waste Planning
- 4380 – BIA GLRI Capacity Building

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- EPA Air 103 Budget Review
- Water Quality QAPP Review
- Budgets Managed:
 - 4512 -- EPA PPG
 - 4530 – EPA Air Quality
 - 4137 – BIA GLRI
 - 4145 – IHS Solid Waste Planning
 - 4538 – EPA CERCLA Funding
- PPG FY25-FY26 Workplan
- PPG FY25-26 Budget
- EPA CERCLA Budget Revision
- EPA CERCLA Workplan Revision
- EGLE MOA paperwork
- EPA 103 Preapplication review
- EPA SIRG Preapplication Review
- Phase 1 environmental assessment administrative work
- Environmental Tech Job Description

Field Work and Equipment Maintenance

-

Meeting/Training/Travel/Conference Call

-

Brownfield Program

Administration /Reports/Data Entry

- Completed PPG report for submission to EPA
- Completed Q4 BIL report for EPA
- Processed 9 Phase I Environmental Assessments that were conducted on Tribal parcels in December 2024
- Began a draft RFP for Sugar Shack Phase II Assessment and cleanup to commence Spring, 2025

Field Work and Equipment Maintenance

- Policed NRD parking lot and terraces for solid waste.
- Opened and inventoried drone packages in preparation for training and use in Spring 2025.

Meeting/Training/Travel/Conference Calls (Include Dates)

- Informal NRD huddles.
- Numerous communications with EPA project officer regarding BIL award and expenditures and the future.
- Several informal meetings about the PPG with other employees in the Natural Resource Department
- Unlocking Opportunities: An Introduction to the Environmental Justice Thriving Communities Technical Assistance Centers webinar January 18
- The fiscal impact of zoning webinar on January 6

Water Program (106 and 319)

Administration Reports/Data Entry

- Saved hobo data on computer and created graphs with the continuous data.
- Did averages for eureka water quality data, updated master summary file, submitted data to WQX.
- Updated and made graphs for average temperature trends for Bear, Pine, Old house, and Sickie Creeks.
- Uploaded Sontek data and created graphs for stream discharge.
- Updated site photos and added graphs for discharge, temperature trends and Secchi disk for the WQAR.

Field Work and Equipment Maintenance

-

Meeting/Training/Travel/Conference Calls (Include Dates)

- 12/3/24: MTEG Meeting
- 12/17/24: Region 5 Tribal Water Division Call

Air Quality Program (Funded by EPA CAA 103)
Administration Reports/Data Entry

- Completed Ozone Multipoint Worksheets for bi-weekly checks.
- Completed T640 Multipoint Worksheet for monthly check.

Field Work and Equipment Maintenance

- 01/07/25: Ozone bi-weekly multipoint check.
- 01/31/25: Ozone shut down for maintenance.
- 01/31/25: T640 monthly multipoint check.
- 01/31/25: Meteorology multipoint check

Meeting/Training/Travel/Conference Calls (Include Dates)

- 01/02/25: FY 2025 Tribal Air Section 103 Grant Funding Meeting: LRBOI (virtual)
- 01/07/25: NOAA Winter 2024-25 Weekly Webinar
- 01/08/25: Air Monitoring and Community Engagement – Session IV: Translation of Data to Inform Decision Making – Working with Community Partners to Collect, Translate, and... (virtual)
- 01/14/25: NOAA Winter 2024-25 Weekly Webinar
- 01/16/25: EGLE 2025 QA Review and FYI (virtual)
- 01/21/25: NOAA Winter 2024-25 Weekly Webinar
- 01/22/25: R5 Air Monitoring – Monthly Meeting (virtual)
- 01/23/25: LRBOI – SIRG Discussion (virtual)
- 01/28/25: EPA Integrated Pest Management for Schools Webinar
- 01/30/25: Region Monthly Tribal Air Call (virtual)

Wetlands Program (Wild Rice)
Administration Reports/Data Entry.

- MRSGA project tasks: began drafting TC packet for ISN MSA.
- sedDNA project tasks: mailed samples to SMM contractors for analysis.
- Wrote page for TWWG newsletter.
- Maple River project tasks: evaluated dried samples and advised grad student on counting flower scars, processed check request #5.

Field Work and Equipment Maintenance

-

Meeting/Training/Travel/Conference Calls (Include Dates)

- 1/3/25: call with sedDNA contractor.
- 1/3/25: call with TWWG co-lead.
- 1/10/25: sedDNA meeting with SMM, 1854TA, and FDL.
- 1/10/25: NOAA Wild Rice Workshop planning meeting.

- 1/14/25: co-led TWWG meeting.
- 1/16/25: call with BMIC re Line 5.
- 1/21/25: NOAA Manoomin Geospatial work group meeting.
- 1/29/25: planning meeting with Wildlife Division Manager.
- 1/30/25: Line 5 consultation meeting with USACE.
- 1/30/25: MRWA-LRBOI Maple River planning meeting.

Water Program (106 and 319)

Administration Reports/Data Entry

- Continued working on updating 106 WQ Monitoring QAPP.
- Completed PPG final report sections.
- Onkama Township Invasive Species Committee tasks: reviewed Portage Lake Manager RFP submissions.
- Received and distributed clothing order.
- Reviewed WQAR and gave edit suggestions to WQS.
- Created Shannon's diversity graphs and added to WQAR.
- Created graphs showing chemical and physical parameters and added them to WQAR.
- Created tables for chemical and physical parameters and exceedance rates and added to WQAR.
- Completed PPG final reporting for the water quality program.
- Edited contaminant data and added fish data.
- Searched and contacted new macroinvertebrate labs.
- Completed and submitted the FY23-24 WQAR Report.

Fieldwork and Equipment Maintenance

-

Meeting/Training/Travel/Conference Calls (Include Dates)

- 1/9/25: Portage Lake Watershed Forever special board meeting.
- 1/14/25: LRBOI-EPA QAPP discussion.
- 1/20/25: Onkama Township Invasive Species Committee meeting.
- 1/23/25: PPG meeting.
- 1/28/25: Portage Lake Watershed Forever board meeting.
- 1/14/2025: LRBOI QAPP Discussion
- 1/21/2025: Region Tribal Water Division Call
- 1/23/2025: PPG Eval and Report Meeting
- 1/29/25: Little Manistee 319 Grant discussion

Great Lakes Policy Program

Administration//Reports/Data Entry

- FY25 GLRI Tribal Capacity Grant documents
 - Cover letter
 - Category 2. proposal
- Lake Huron LAMP Midway Tracker

Field Work and Equipment Maintenance

- None during the month.

Meeting/Training/Travel/Conference Calls (Include Dates

- Tribal-EPA Mining Call (1/2/25)
- Muskegon Lake Watershed Partnership Meeting (1/7/25)
- Enbridge Line 5 Tunnel, Recurring Staff-Level Tribal Coordination meeting (1/7/25)
- AFS Webinar (1/10/25)
- Enbridge Line 5 Tunnel EIS - Monthly Cooperating Agency Meeting (1/16/25)
- Tribal mining call (1/16/25)
- Tribal Water Division Call (1/21/25)
- MCD Board meeting (1/21/25)
- Enbridge Line 5 Tunnel - Monthly Section 106 Meeting (1/22/25)
- GLRI Virtual Tribal Forum (1/22/25)
- Lake Huron Partnership Meeting (1/23/25)
- Lake Huron Habitat Committee (1/23/25)
- Tribal Webinar (1/29/25)
- Tribal Consultation Meeting with USACE (1/30/25)

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

January 2025

Steve Parsons

Meetings/Conferences/Trainings

- On January 17, 2025, I participated in a virtual meeting with members of the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to discuss their renewable energy program for Michigan tribes. They are looking to establish a Tribal Advisory Group to work with them as they work to partner with tribes across the state. A follow-up virtual meeting has been scheduled for February 6, 2025 to include EGLE staff along with Frank Beaver (NRD Director), Gary Lewis (Utilities Director) and myself to further discuss the Tribal Advisory Group.

Activities/Accomplishments/Updates

- **BIA Roads Construction Projects for 2025:** Here is a list of the BIA Roads Construction Projects currently on our 2025 Tribal Transportation Improvement Plan, which we will be working on this year.
 1. **Loon Drive:** This project was originally scheduled to include the replacing of existing pavement as needed, and replacing/upgrading the underground storm system where necessary. The section of Loon Drive slated for reconstruction will run from the area near the Roundabout to the Four-way-stop intersection that leads to the Government Center and the Gathering Grounds.

After a work session with Tribal Council in 2024 to discuss the details of this project, it was determined that the best course of action was to revisit the plan design to replace/upgrade the underground storm water drainage system to make it more effective and durable.
 2. **Extension of Sugar Shack Road:** This project will extend the current gravel road on the Sugar Shack Parcel, based on the recommendation of staff who head up the Maple Sugaring Education Project each spring. This extension will provide better access to the maple trees that are critical to the project.
 3. **Tribal Cemetery Road:** The plan for 2025 is to use BIA Roads funding to add additional features to the Phase 1 road system in the cemetery. This will include landscaping and irrigation. However, to accomplish this, we need to install a primary electric line that would run from the Custer Township Cemetery to the Tribal Cemetery. At this time, we need additional funding for this to happen, as BIA Roads funding will not cover the cost. The estimate from Great Lakes Energy to run the primary line is currently somewhere between \$50,000 to \$60,000, depending on when it is done. I will likely need to meet with Tribal Council to discuss ways to come up with the funding to pay for this cost.
 4. **Aki Maadiziwin Connector Road, Frost Road & US-31:** This project (now in its third year) is designed to provide an alternate route to access the Aki Maadiziwin housing complex. This year will see a continuation of the planning and preliminary engineering activities. It is anticipated that this will be a three-year project (2024-2026), with the overall costs for planning, engineering and construction estimated at somewhere between 2-3 million dollars.

In addition, we are also in discussions with MDOT regarding the installation of a center turn lane on US-31 near the Frost Road intersection. We are also in communication with the Spicer Group who is currently working on an adjacent apartment complex on US-31 just southwest of the entrance to Frost Road. We are hopeful to establish some type of cost-

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
January-25

General Patrol

Assist Citizen	
Assist Motorist	
Assist Other Agency	5
City Assist	3
County Assist	8
Medical Assist	
MSP Assist	2
Other Calls for Service	1
Property Checks	592
Suspicious Person	1
Suspicious Situation	3
Well-Being Check	3

Traffic/Vehicle

Abandoned Vehicle	
Accidents	7
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OID	
OUIL	
OWI	
Parking Ticket	1
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	3
Unsecured Vehicle	
Verbal Warning	
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	3
PPO Served	
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	1
Arrest	5
Assault	4
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	2
CSC	2
Death	1
Disorderly	2
Domestic Disturbance	2
Drive-Off	
Drug Violation/VCSA	2
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	2
Felony with a Gun	
Fight in Progress	
Fraud	
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	1
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	1
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	7
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

Sexual Harassment

Shoplifters

Solicitation

SOR Violation

Stalking

Stolen Property

Threats

Unwanted Subject

2

Miscellaneous

Administrative Hours

379

Alarm

1

Attempt to Locate

1

Boat Dock Checks

Casino Hours

119.75

Civil Standby

Community Policing

Court Hours

1.5

Death Notification

Drug Disposal

Follow-Up Investigations

17

Found Property

3

Lost Property

Meetings Attended

Open Door

Open Window

PBT

1

Special Detail

Suicidal Subject

1

Total Complaints

44

Total Reports

43

Training Hours

16

Transport

Trespassing

Tribal Council Meetings

Vehicle Mileage

4019

Voluntary Missing Adult

Training/Travel

Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
January-25

Administrative Hours	248	
Arrest(s)		
Male		
Female		
ATV Patrol Hours		
Assist(s)	1	
Assist Hours	0.5	
Citation(s)		
Civil		
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints	18	
Contacts	405	
Court		
Court Hours		
Follow-up(s)	5	
Follow-up Hours	18	
Federal Citation(s)		
Hours Worked	461.5	
Joint Patrol(s)	1	
Marine Time		
Meeting(s)	3	
Meeting Hours	5	
Paper Service		
Possible Trespass		
PR Activities		
PR Activities Hours		
Property Checks	108	
Snowmobile Patrol Hours	5	
Training(s)	3	
Training Hours	9	
Vehicle Mileage	3146	
Vehicle Stops		
Verbal Warning(s)	12	
Written Warning(s)		
Training/Travel		

Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
January-25

Administrative Hours	46.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	3
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	162
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	1
Training Hours	2.5
Vehicle Mileage	2035
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

Little River Band of Ottawa Indians
Court Security Activities
January-25

Administrative/Reports		1
Hours		2.5
Assist Other		1
Hours		0.25
Court Cases		7
Hours		6.5
Property Checks		9
Hours		3
Screenings		46
Hours		6.5
Contraband		
Weapons		
Denials		
Surveillance		115
Hours		141.25
Training		
Hours		
Transports		
Hours		
Training/Travel		

Tax Office
Valerie Chandler

Tax Department January 2025 Monthly Report

Staff: Valerie Chandler, Tax Officer
Deborah Miller, Tax Department Administrative Assistant

During the month of January 2025, the Tax Department performed the following:

***Recurring Duties and Accomplishments:**

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Motor fuel registrations
 - Certificates of Exemptions
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, Temporary Tribal Business Tax Licenses, and tax returns.
3. Continued to work with Enrollment to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area.
4. Completed and submitted the Tax Department monthly department report for December 2024.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Aki Maadiziwin Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 5 Certificates of Exemption:
 - Purchaser: 3 RTM 2 Tribe/Entity
 - Purchase Type: 1 Vehicle 4 Construction 0 Recreational Vehicle
9. Reviewed 33 Tribal Member address and/or name changes; 5 required updating of the RTM list and database.
10. Processed 5 Proofs of Residency.
11. Processed 22 Motor Fuel Registrations.
12. Processed 33 reservations for the Aki Maadiziwin Community Center.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan based upon the updates that the Tax Department received. Updates included, but were not limited to:

- New or re-instated RTMs
- Deceased RTMs
- Address changes and/or name changes for RTMs
- RTMs no longer eligible for RTM status

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post into the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for February 2025 and provided it to the Trading Post Manager.
8. Reviewed and processed 1,710 Trading Post Motor Fuel and Tobacco Receipts for Tribal Member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

Little River Casino Resort Interactions:

1. Calculated data, processed, and filed month-end tax reports, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed December 2024 Tribal tax returns which included:
 - Retail Sales Tax
 - Food & Beverage Tax
 - Lodging & Occupancy Tax
 - Admissions Tax
 - Service Tax

***Variable Duties and Accomplishments:**

1. Processed and issued 0 Temporary Tribal Business Tax Licenses to vendors selling merchandise on Tribal/Trust land.
2. Completed and submitted the State of Michigan Archaeological Collections storage room consultation meeting survey as a follow up to the December meeting. (Tax Officer is currently one of two interim appointees to handle NAGPRA/SHPO related items.)
3. Received and distributed an updated/corrected 2025 Certificate of Exemption and Letter of Authorization to the authorized signers of the tribal government and casino resort.

4. Prepared and submitted tax exemption paperwork and Certificate of Exemption to Blarney Castle Oil. Also, was in communication with two account representatives in regards to the tax exemption status of the numerous accounts in the Tribe's and Resort's names.
5. Prepared and mailed the Annual Sales Tax Credit form and letter of verification to 255 Resident Tribal Members.
6. Prepared and submitted the Tribe's 4th quarter tax sharing return to the State.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - Resident Tribal Members being charged State sales tax on their utilities.
 - Tax refund issued to the Tribe in error.

Little River Trading Post Interactions:

1. Worked with Trading Post staff in updating the OTP tribal member prices as their prices fluctuate.
2. Worked with the c-store Manager to review tribal tax exemptions, logging of purchases, policies and procedures and answering any questions.
3. Continued to work with the Director of Organizational Development and selected vendor in regards to the swipe card system for the Trading Post.

Little River Casino Resort Interactions:

1. Corresponded with the Director of Surveillance regarding video reviews from the Trading Post concerning questionable tax-exempt purchases and the need for verification of the purchases.
2. Worked with staff to ensure all venue reports were submitted and upcoming performers were licensed if selling merchandise.

Meetings / Trainings Attended During the Month:

1. Attended a meeting on January 14, 2025 with two of the Lead staff, one Human Resources staff in regards to the monthly virtual staff meetings. It was decided to put together a short survey for employees to give feedback about the meetings, if they would like to see HR send birthday and anniversary cards again, and suggestions for morale boosters. It was also decided to have a back-up host for the meetings.
2. Met with a tribal member on January 14, 2025 regarding obtaining a tax-exemption business license to conduct business from his home on tribal property on an annual basis. These types of licenses used to be issued through the Commerce department and signed by the Ogema, but we no longer have a Commerce department.

Statistics:

Total Registered Resident Tribal Members (RTMs): 255

- Manistee County: 244
- Mason County: 11

Monthly Tax Revenue*:

*December 2024 amounts received in January 2025

- Retail Sales Tax (Gift Shop) \$2,415.08
- Retail Sales Tax (Nectar Spa) \$70.22
- Retail Sales Tax (Trading Post) \$3,995.25
- Service Tax \$1,053.66
- Admissions Tax \$898.22
- Lodging & Occupancy Tax \$5,766.48
- Food & Beverage Tax \$30,260.88

Tribal Member Tax Exemption Rates ("Discounts") for February 2025*:

*Gasoline and Diesel tax exemption rates change monthly due to the State's designated pre-paid sales tax rate on fuel.

- Gasoline: \$0.464/gallon
- Diesel: \$0.496/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products*): 32% of wholesale price

*Cigars, chew, snuff, loose tobacco, and cigarillos. Excludes promotional products, vaping products, and other non-tobacco products (rolling papers/tubes, rolling devices, hemp products, nicotine products, etc.)

Tribal Historic Preservation Vacant Director

No Report submitted

Absent Director

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Director
January 2025, Department Report

I. Department Overview

MISSION STATEMENT

...Is to identify the requirements of our customers & earning their respect by communicating openly, clearly, courteously, and promptly to any issues that may arise.
...to exercise our sovereign powers by, providing excellent quality water & sanitation services in accordance with LRB Utility Ordinance, the U.S. Safe Drinking Water Act, & other applicable laws that are beneficial to the safety of the Citizens of the Little River Band of Ottawa Indians & Patrons utilizing our facilities.

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Continuing to sample for Covid-19 in wastewater
- Silversmith DATA onsite for asset management software

Billing

Water	\$11,465.72
Sewer	\$19,533.76
Irrigation	\$1,810.94
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$18,525.17
Septage	\$3,310.80
Other	\$3,007.92
Month Total	\$65,723.64
Yr. to Date Water	\$11,465.72
Yr. to Date Sewer	\$19,533.76
Yr. to Date Irrigation	\$1,810.94
Yr. to Date Fire Suppression	\$8,069.33
Yr. to Date Manistee Township	\$18,525.17
Yr. to Date Septage	\$3,310.80
Other Revenue	\$3,007.92
Credit	\$0.00
Yr. to Date Total	\$65,723.64

1. Well House Pumping in Gallons

Total Flow Gallons

a. 2,219,051

b. Ave Daily Flow Gallons 71,582

2. Gallons of Treated Wastewater SBR

Influent Gallons

a. No Data Flow Meter Inoperable (Getting Repaired)

b. Daily Average Gallons

Effluent Gallons

a. 3,453,823

b. Daily Average Gallons 111,414

Lagoon

a. Influent 162,898

b. Daily Average Gallons 5,255

3. Septic Sewage

a. 55,180 Gallons

III. Travel/Trainings/Meetings

What: TEDC TUA Study Update

Who: Woven Energy, Gary Lewis, Sierra Squire

Where: ZOOM

Sponsored by: Woven Energy

What: MTERA Meeting

Who: Gary Lewis

Where: Zoom

Sponsored by: MTERA

What: Leads Meeting

Who: Larry Romanelli, Mary Thomas, William Willis, Tara Bailey, Gary Lewis

Where: Ogema Conference room

What: Interviews

Who: Various Hiring Teams, Gary Lewis

Where: H.R. Conference Room

What: MSU NAGPRA Meeting

Who: Gary Lewis, Various Tribes and MSU Staff

Where: Zoom

Sponsored by: MSU